

Current Passport Fees

(set by the U.S. Passport Service, effective August 19, 2002)

*Adult Passport (age 16 and over), first time passport fee: \$55

*Adult Passport Renewal Fee: \$55

Adult Passport is valid for 10 years

*Minor Passport Fee (age 15 and under) : \$40

Minor's Passport is valid for five years

*Expedite Fee : \$60

To obtain passport within five business days

In the case of an emergency, please call the federal government passport office at (312) 341-6020 to make arrangements.

**Current Execution Fee: \$30

**Check made payable to the U.S. Department of State.*

***Cash or certified check made payable to the Franklin County Clerk of Courts.*

Clerk of Courts Passport Locations

Main Passport Office

Civil Division

369 S. High Street, 3rd Floor
Columbus, OH 43215
(614) 462-3621

Auto Title Main

South Branch

Great Southern Shopping Center
45 Great Southern Blvd.
Columbus, OH 43207
(614) 462-3090

East Auto Title Branch

Wyandotte Center
5111 E. Main Street
Columbus, OH 43227
(614) 462-3090

North Auto Title Branch

The Patio Shop
1484 Morse Road
Columbus, OH 43229
(614) 462-3090

West Auto Title Branch

Great Western Shopping Center
3451 Great Western Boulevard
Columbus, OH 43204
(614) 462-3090

John O'Grady
Franklin County Clerk of Courts



FRANKLIN COUNTY CLERK OF COURTS

PASSPORT
INFORMATION

Where to go

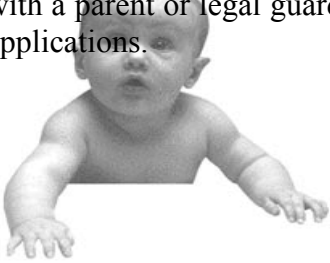
What to do

Customer Service—Financial Accountability
Your Franklin County Clerk of Courts

Planning a trip abroad? The first thing you will need is to prepare a passport. The Franklin County Clerk of Courts is authorized by the U. S. Department of State to accept passport applications. This pamphlet provides you with the basic information needed to apply for and obtain a passport through the Clerk of Courts office.



In order to leave or enter the United States and to enter most foreign countries, all U.S. citizens, including newborns, must have a passport issued in their own names. Parent or legal guardians may submit applications for children under 14. Minors 14 years or older must appear in person with a parent or legal guardian to execute their applications.



Make certain to apply for your passport at least two months in advance of your scheduled departure. Your passport will typically arrive in 5 or 6 weeks after you submit your application.

An expedited passport may be obtained for emergency trips in which a departure is necessary in less than five working days. The Clerk of Courts can assist you in applying for the expedited passport, for an additional fee.

You must apply for your passport in person if:

- You are applying for a first-time passport.
- Your most recent passport was issued more than 12 years ago.
- You were a minor when your last passport was issued.
- You have an existing passport that has been damaged, lost or destroyed.

If you are renewing a prior passport that was issued to you at the age of 16 or older, you may be eligible to apply for the renewal by mail. Your most recent passport must have been issued within the past 12 years, and must be undamaged.

For more information about eligibility to apply by mail, contact the Clerk of Courts office.

For your convenience, the Clerk of Courts office will provide eligibility information, answer questions about expediting passports, and explain documentation requirements by phone.

To help you prepare for your in-person application, please visit the federal government's web site [Http://travel.state.gov](http://travel.state.gov)—passport applications are available for download at this site. Or, contact us, and we will be happy to mail you the necessary application forms to complete before you apply.

After you have completed the passport applications, bring your application to the nearest branch of the Clerk of Courts office (*see locations on the back panel*). Your application must be accompanied by the following:

PROOF OF IDENTITY:

- A previous U.S. passport
- or*
- A valid drivers license
- or*
- A military identification

PROOF OF U.S. CITIZENSHIP:

- A certified birth certificate with a raised seal
(a photocopy is not acceptable)
- or*
- A previous U.S. passport
- or*
- Hospital, midwife, baptismal, census or insurance records, or other documents that clearly establish your birth in the U.S. If you do not have a birth certificate on file, you must bring official notification from your state of birth verifying this.

TWO PASSPORT PHOTOS:

- 2-by-2 inches in size (vending machine photos not acceptable), taken within the last six months.
- Color or black-and-white is acceptable.
- Background must be white.
- Full frontal view of applicant's face is required.

